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BULLETIN # 99-02

TO: All Admitted Insurance Companies and Interested Parties

FROM: James H. "Jim" Brown, Commissioner

RE: Procedural Changes in Processing Company Annual Agent Appointment  
Renewal Lists

DATE: November 12, 1999

This Bulletin is to advise all admitted insurance companies of a procedural change to be implemented by the Louisiana Department of Insurance (Department) regarding the manner in which annual agent appointment renewal lists are processed.

Because of the increased amount of time, manpower and resources required to process the growing number of agent appointments, companies will no longer be allowed to cancel appointments by deleting agents' names from the annual renewal list. R.S. 22:§1114(B)(5) states: "if an appointment is terminated, the insurer shall **promptly** give written notice of the termination and effective date thereof to the Commissioner." Therefore, it is incumbent upon the company to make certain that the Department is promptly notified of any appointment cancellations or changes in their current listing as they occur or otherwise risk being invoiced for all agents whose names appear on the company's renewal list.

On or about February 1, 2000, the Department will mail your company's Annual Agent Appointment Renewal List. The list will contain the names of all appointed agents of record as of January 15, 2000. **Beginning this year, included with the renewal list will be a Fee Invoice. All agents who appear on the renewal list must be appointed for the next renewal period and the Fee Invoice amount will be due in full.**

We strongly encourage all companies to submit appointment cancellations as they occur during the year.

James H. "Jim" Brown  
Commissioner of Insurance